



**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Janet Napolitano  
Governor

David A. Berns  
Director

January 12, 2004

**WIA GUIDANCE LETTER #01-04**

**SUBJECT:** Guidance on Workforce Investment Act (WIA) Fiscal Requirements

**This Guidance Letter rescinds Workforce Investment Memo #13-00, Interim Guidance on Workforce Investment Act (WIA) Fiscal Requirements issued July 6, 2000.**

REFERENCE: PL 105-220, 20CFR Part 652 and Parts 660 through 671 WIA Final Rule dated August 11, 2000.

BACKGROUND: As the Governor's representative, the Department of Economic Security, Employment Administration, is responsible for the monitoring of financial, participant, and performance data under WIA, to ensure that established policies to achieve program quality and outcomes in each local area meet the objectives of the Act, and are in accordance with instructions issued by the U.S. Department of Labor (DOL).

ACTION REQUIRED: The enclosed document entitled "Fiscal Guidance" provides Local Workforce Investment Areas (LWIA's) with compliance information related to eleven specific areas of financial management under WIA. Please distribute copies to all staff members who generally participate in financial and administrative processes.

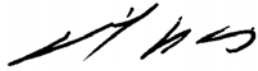
Please note that additional fiscal guidance can be found in the following previously issued Information Memos:

Expenditure and Cash Request Reports #20-00 (September 12, 2000)  
Accrued Expenditure and Obligation Guidance #05-02 (March 7, 2002)  
Management of Equipment Purchased with WIA Funds #14-02 (October 2, 2002)

Additional information may also be found in the One-Stop Comprehensive Financial Management Technical Assistance Guide (July 2002) issued by DOL. Copies of that guide were forwarded to your offices in the first quarter of 2002 with a second copy being mailed out the week of January 5, 2004.

If you have any questions, please contact Mr. Dean Grana, Fiscal Manager, or Mr. Rich Utzig, Program Compliance Auditor at (602) 542-3957.

Sincerely,

A handwritten signature in black ink, appearing to read "DRE", is positioned below the word "Sincerely,".

David R. Ellis  
Program Administrator (Interim)  
Employment Administration- WIA Section

DRE:DG:gg

Enclosure